



# Montcalm Community College

Title: <b>Assistant Women’s Basketball Coach I</b>	Department: <b>Athletics</b>
Supervises: <b>Intercollegiate Athletes</b>	Immediate Supervisor: <b>Athletic Director</b>

**General Description:** Assist the Head Coach. Selects, recruits, and monitors student-athletes for their respective sport. Promotes sportsmanship, team play, and a commitment to academics while directing their team. Follows the rules and guidelines in accordance with the NJCAA and MCCA.

**Position Duties/Functions:**

1. Assist with program compliance within the MCCA and NJCAA policies and procedures.
2. Assist with recruitment of players.
3. Assist with holding players accountable for ethical behavior and academic standards.
4. Assist team members with coordination of community service as necessary.
5. Maintain a work schedule (administrative availability, practices, and games).
6. Ensure MCCA and NJCAA regulations are upheld.
7. Assist in fundraising in support of the program.
8. Provide publicity information to the Athletic Director as necessary.
9. Assist with prevention of athletic-related injuries and properly care for and report injuries to the Head Coach.
10. Assist with travel, food and lodging for away events as requested by the Head Coach.
11. Maintain team statistics and complete statistical entries via NJCAA and MCCA requirements as requested by the Head Coach.
12. Complete other duties as assigned.

**Qualifications:**

1. Associate degree preferred.
2. At least two years coaching experience at the high school or club level.
3. Valid Michigan driving license required.
4. Background check.

<b>REMUNERATION:</b>	The contract will be \$2500 per season (prorated based on the time of hire). This payment will come in the form of a biweekly paycheck during the sporting season.  MCC will pay mileage at the current IRS mileage rate for recruitment trips. Coaches will have free access to our pool, fitness, and recreation centers.
<b>APPLICATION DEADLINE:</b>	Open until filled

<b>START DATE:</b>	October 1, 2024
<b>METHOD OF APPLICATION:</b>	Online application at <a href="http://www.montcalm.edu/employment">www.montcalm.edu/employment</a> . Attach your cover letter, detailed resume, transcripts, and three reference letters.

*It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, sexual orientation, gender identity or gender expression, genetics, or membership in any other protected class. This policy applies to all programs, activities, services, employment, and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of any protected classification shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.*